Using TCEQ ePay to Pay Licensing Application Fees

Process Using a Credit Card

Figure 1

1. Log-in the TCEQ ePay website: https://www6.tceq.state.tx.us/epay/

Figure 2

2. Go to Option 3: View List of Fees by Media, and select "OTHER".

Figure 3

3. Go to the middle of the page under Occupational Licensing – Application and select the type of application you are paying for.

Figure 4

4. The next page is for Customer Information. This is the name and address of the applicant applying for the license. Click Ok to be taken to the Shopping Cart.

Figure 5

5. Once you are on the page for the Shopping Cart, you can review your application fee and Select More Fees if you are paying for more than one applicant. If you chose to add another applicant, continue to Step 6 by clicking the Select More Fees button. If you are only paying for one applicant, continue with Step 8.

Figure 6

6. Repeat step 3 and go to the middle of the page under Occupational Licensing – Application and select the type of application for the second applicant.

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>> Questions or Comments

Shopping Cart | Select Fee | Search Transactions | Sign Out

*Items marked with an * are required. Enter the fee information below, then press OK to add to your shopping cart or Cancel to return to the Home page.*

Fee Information

Fee:	LPST CORRECTIVE ACTION SPECIALIST
Fee Amount: *	$232.00

The information below is necessary to ensure your electronic payment is processed appropriately and credited to the correct entity.

Customer Information

CN:	____ (enter CN + 9 digits)
Customer Name: *	Tom Testing
Customer Address: *	133 Testing Blvd.
City, State, ZIP: *	Austin TX ▼ 78704 -

Other Information

Program Area:	OCCULICENSE
Program Area ID:	____
Optional Comments:	____

[OK] [Cancel]

Figure 7

7. The next page is for Customer Information. This is the name and address of the 2nd applicant applying for the license. Click Ok to be taken to the Shopping Cart.

Figure 8

8. You will now see both application fees you are going to pay for with ePay. Click the Check Out button.

Figure 9

9. The next screen is the Payment Contact Information screen. This is the information of the individual or company paying the fees. All fields are required on this page.

Figure 10

10. This page is the Payment Confirmation page. Review the Payment information and click the Make Payment button when you are ready to proceed to the payment engine.
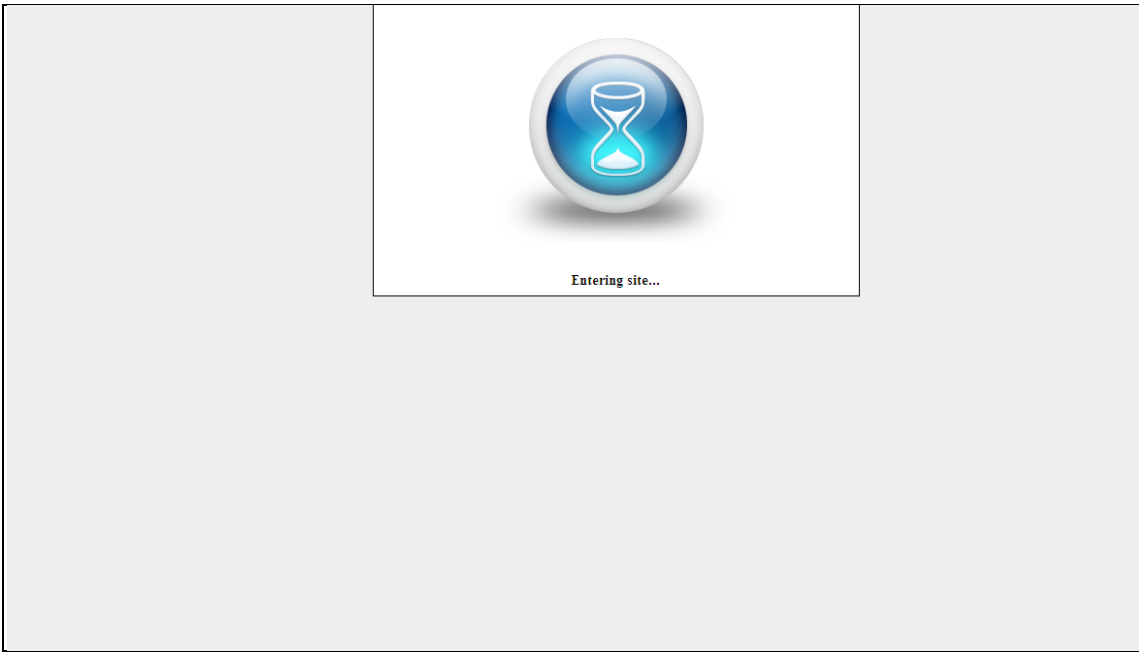
Figure 11

11. As the system transfers you to the Payment Process screen, you may see an hour glass like the one above.

Figure 12

12. The Payment Process screen will display your total order amount under Transaction Summary.

Customer Billing Information

Complete all required fields [*]

Customer Name *	Boss Lady
Company Name	Boss Lady Inc
Billing Address *	121 Bossy Ln
Billing Address 2	
Billing City *	Austin
State *	Texas
ZIP/Postal Code *	78704
Country *	United States
Phone Number * ###-###-#### or ##########	512-555-5555
Fax Number ###-###-#### or ##########	512-555-5551

Credit Card Information

Complete all required fields [*]

Credit Card Type *	MasterCard
Credit Card Number *	5499990123456781
Expiration Date *	May 2012
Name on Credit Card * exactly as it appears on the card	Boss E. Lady
exactly as it appears on the card	
Verification Code * ①	

0000 **123**

AMERICAN EXPRESS

1234

0000

printed on back of
most credit cards

①

printed on front of
American Express

[Continue]   [Cancel Payment]

Figure 13

13. Scroll down and complete the Customer Billing Information and the Credit Card Information fields. Complete all required fields denoted by an asterisk (*). Click Continue at the bottom of the screen.

Customer Billing Information

Customer Name	Boss Lady
Company Name	Boss Lady Inc
Billing Address	121 Bossy Ln
Billing Address 2	
Billing City	Austin
State	TX
ZIP/Postal Code	78704
Country	US
Phone Number	512-555-5555
Fax Number	512-555-5551

Payment Method

Credit Card Type	MAST
Credit Card Number	******6781
Expiration Date	05 2012
Name on Credit Card	Boss E. Lady
Verification Code	123

Verification

2T4D3G

Enter the characters from the above image:

Make Payment   **Cancel Payment**   **Edit**

Figure 14

14. Review your information and enter the Verification Code at the bottom of the page. Click Make Payment.

Figure 15

15. After entering the Verification Code, you may see the "Transaction Processing" message for a few seconds.

Figure 16

16. Once the transaction has been processed, you will be sent back to a Transaction Information screen that contains a summary of your transaction, payment contact information, and the

voucher numbers for the applicants you paid for in the transaction. If you click on each voucher number, you will be taken to the voucher screen below.

Print this screen for your records and to bring to the exam as proof of payment.

Figure 17

17. Voucher screen from example above for Voucher number 6817.

Figure 18

18. Voucher screen from example above for Voucher number 6818.

Process Using ACH (Electronic Funds Transfer)

Steps 1-12 are the same as above.

Electronic Check Information

Complete all required fields [*]

Account Type *	Select an Account ▾
Routing Number * ①	
Account Number * ②	
Re-enter Account Number * ②	
Bank Name *	
Name on Account *	
Driver License Number *	
Driver License State *	Texas ▾
Default Payment Date	Today
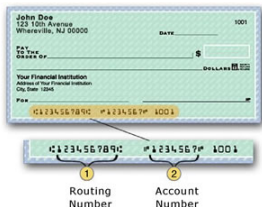
☐ Select if this payment IS being funded specifically by a foreign source (bank or company), an International ACH Transaction ("IAT").
As defined by NACHA, IAT means a credit or debit entry that is part of a payment transaction involving a financial agency's office that is not located in the territorial jurisdiction of the United States. For purposes of this definition a financial agency means an entity that is authorized by applicable law to accept deposits or is in the business of issuing money orders or transferring funds. An office of a financial agency is involved in the payment transaction if it:
1. Holds an account that is credited or debited as part of the payment transaction;
2. Receives payment directly from a Person or makes payment directly to a Person as part of the payment transaction; or
3. Serves as an intermediary in the settlement of any part of the payment transaction.

[Continue]   [Cancel Payment]

Figure 19

At Step 13, you will complete the Customer Billing Information as above, but will enter the ACH information instead of credit card information. Complete all required fields denoted by an asterisk (*). Click Continue at the bottom of the screen.

Billing City	Austin
State	TX
ZIP/Postal Code	78641
Country	US
Phone Number	512-555-5555
Fax Number	512-555-5556

Payment Method

Routing Number	******4503
Account Number	******3456
Account Type	Checking
Bank Name	US Bank of Bosses
Name on Account	Boss Lady
Driver License Number	******6789
Driver License State	TX
Payment Date	Today

Verification

WVC3V9

Enter the characters from the above image: WVC3V9

[Make Payment]   [Cancel Payment]   [Edit]

Figure 20

You will once again see a verification screen. Confirm that the information is correct, enter the verification code, and click the Make Payment button.

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ePay
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›› Questions or C

Shopping Cart | Select Fee | Search Transactions | S

Your transaction is complete. Note: It may take up to 3 working days for this electronic payment to be processed and be reflected in the TCEQ ePay system. Print this receipt and the vouchers for your records. An email receipt has also been sent.

Transaction Information
Trace Number:	582EA000021318
Date:	01/11/2011 02:18 PM
Payment Method:	ACH - Authorization 0000000000
Amount:	$232.00
ePay Actor:	Meagan Warncke
Actor Email:	mwarncke@tceq.texas.gov
IP:	10.10.9.145

Payment Contact Information
Name:	Boss Lady
Company:	Boss Lady Inc
Address:	123 Main St, Austin, TX 78753
Phone:	512-555-5555

Cart Items
Click on the voucher number to see the voucher details.

Voucher	Fee Description	AR Number	Amount
6851	LPST CORRECTIVE ACTION SPECIALIST		$232.00
	Total fees for transaction:		**$232.00**

[ePay Again] [Exit ePay]

Figure 21

The Transaction Information screen that contains a summary of your transaction, payment contact information, and the voucher numbers for the applicants you paid for in the transaction.

Print this screen for your records and to bring to the exam as proof of payment.